

**GENDER & WOMEN'S STUDIES PROGRAM**  
**TRAVEL REQUEST FORM**

The Gender & Women's Studies Program is committed to supporting enrichment opportunities for students and faculty who are active participants in the women's studies program. Applications for travel assistance must be accompanied by a letter indicating the purpose for travel, benefits for the applicant and women's studies, and other financial support. Also, supporting documents, such as a letter of acceptance for a conference presentation or a conference announcement, should be attached. Upon completion of the funded experience, a brief report should be sent to the director, evaluating the benefits, what was learned, and what use the applicant will make of the experience.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date of trip: \_\_\_\_\_

Purpose (briefly): \_\_\_\_\_

\_\_\_\_\_

Expenses: \_\_\_\_\_

Transportation: \_\_\_\_\_

Lodging: \_\_\_\_\_

Food: \_\_\_\_\_

Registration: \_\_\_\_\_

Other: \_\_\_\_\_

Total Expenses: \_\_\_\_\_

Mileage: \$0.44 per mile

Room rent: <http://www.gsa.gov/portal/category/21287>

Food allowance: <http://www.gsa.gov/portal/category/21287>